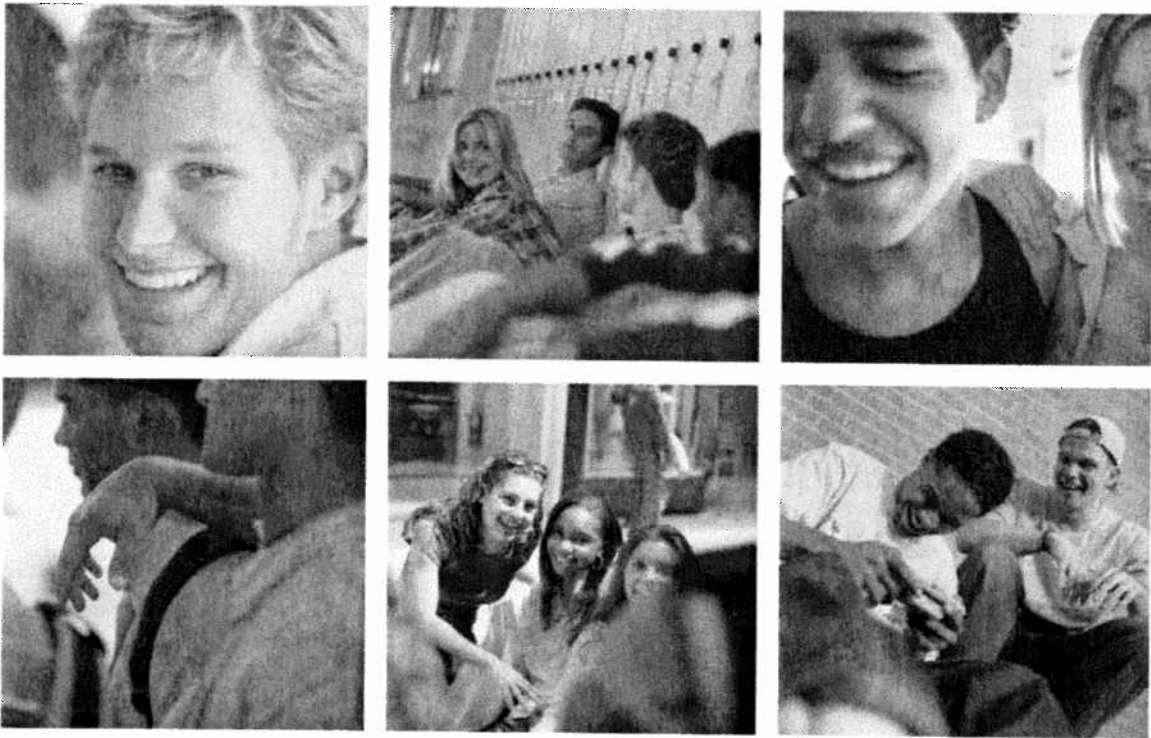


# DEPARTMENT OF JUVENILE SERVICES

## FACILITIES CAPITAL PROGRAM FY 2010 APPLICATION



**RELEASE DATE**  
**JUNE 27, 2008**

**DUE DATE**  
**JULY 25, 2008**

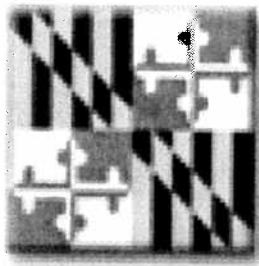
### **Purpose**

Facilities Capital Improvement Project to support non-State entities serving at-risk youth in MD.

**Martin O' Malley**  
Governor

**Anthony G. Brown**  
Lieutenant Governor

**Donald W. DeVore, Secretary**  
Department of Juvenile Services



Maryland Department of  
**Juvenile Services**  
Treating • Supporting • Protecting

**Francis Mendez**  
**Deputy Secretary**  
Administration Division

**John Dixon**  
**Deputy Secretary**  
Operations Division

**Liz Wright, Assistant Secretary**  
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**Carlton Richardson**  
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[www.djs.state.md.us](http://www.djs.state.md.us)

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## **JUVENILE SERVICES FACILITIES CAPITAL PROGRAM**

**Background:** The Department of Juvenile Services (DJS) Facilities Capital Program was created in 1988 by an Act of the State Legislature (16:1 Md. R.71). Governed by Code of Maryland, Regulations No. (16.02.01), and Human Services Article, Title 9 of the Annotated Code of Maryland (Amended 2007, SB 6), the program is designed to address structural deficiencies in non-State-owned facilities that serve at-risk youth in Maryland. Since 1988, the program has assisted DJS providers to complete residential and non-residential projects that have provided program space beneficial to a diverse group of youth in a wide range of categories from prevention to the least restrictive residential settings. Between FY '01-'08, the Department has appropriated \$12,537,000 to service providers.

**Eligibility:** Eligible applicants are limited to county, municipality, for-profit or non-profit organization **“under contract with the State”**. Funds may be used for planning, design, construction, conversion, acquisition, renovation and equipping of a youth facility. DJS providers are encouraged to use funds for specific capital costs that support development and expansion of programs that are beneficial to at-risk youth, and consistent with the community services supervision approach.

**Department of Juvenile Services Overview:** The Department of Juvenile Services (DJS) seeks to **treat children, support families and protect the public** by operating a system of services that meet the needs of youth and families. The Department's Strategic Plan, Facilities Master Plan and Gap Analysis together establish a comprehensive plan for a service delivery model to include community-based and residential services. Updates of these plans, under the leadership of Governor Martin O'Malley and Secretary Donald W. DeVore, reflect a reform effort to develop and implement the Maryland Model for Juvenile Services. At its core, the Maryland Model provides services to youth in the least restrictive settings closest to their homes. The Maryland Model promotes objective decision-making based on scientific and validated assessment instruments to prevent re-offending and to match youth with the appropriate services to create an effective and responsive service delivery system. To articulate and implement the Maryland Model, the Department is focused on the development of professional staff, the utilization of best practices, quality assurance processes, and the reliance on strong collaboration with law enforcement, service providers and child serving agencies. Detailed information is available on [www.djs.state.md.us](http://www.djs.state.md.us).

### **DEPARTMENT GOALS:**

The hallmarks of the Maryland Model are based on the following tenets:

- *Treating Maryland's Children in Maryland;*
- *Improving Conditions of Confinement at all DJS Facilities;*
- *Achieving Better Outcomes for Children and Families by Becoming a More Data and Results Driven Agency;*
- *Reducing the Number of Homicides and Non-Fatal Shootings of Youth under DJS Supervision; and*
- *Aligning Organizational Development with Strategic Planning Goals.*

### ***Goal 1: Treating Maryland's Children in Maryland***

In-State providers play a vital role in launching the Department's reform efforts and the Maryland Model. As a result of the State's diminished capacity to serve its children in-State, the Department has increasingly relied on costly and inefficient out-of-State placements for treatment of the most vulnerable youth. The strategy is to reduce the Department's reliance on these placements and to build in-State capacity for the treatment of youth in its care. In addition to the expansion of in-State residential services, the Department plans to greatly expand its utilization of community Alternatives To Detention (ATD) and Evidence-Based Programs (EBP).

### ***Goal 2: Improving Conditions of Confinement at all DJS Facilities***

The Department is committed to the elimination of federal oversight by the United States Department of Justice (DOJ) of its detention centers. To achieve its goal of improving conditions of confinement at all DJS facilities, the Department is implementing a quality assurance process to include self-assessment and corrective action planning, expanded structured programming, and enhanced management practices at all DJS-operated facilities.

### ***Goal 3: Achieving Better Outcomes for Children and Families by Becoming a More Data and Results Driven Agency***

Transparency and agency accountability are core components of the O'Malley-Brown administration. DJS will meet this goal by improving data collection, engaging in performance monitoring and researching and then utilizing best practices in the field. In an effort to create an atmosphere of accountability, the Department is integrating data-driven decision making using State Stat, implementing continuous quality improvement and accountability in all DJS programs, expanding Juvenile Detention Alternative Initiative (JDAI) reforms Statewide, developing an integrated assessment, treatment planning and tracking system, implementing a gender-responsive and trauma-informed models of care for girls, improving interagency collaboration with other State child serving agencies, and promoting greater family and community involvement.

The Department is moving forward to fully implement the JDAI with support and technical assistance from the Annie E. Casey Foundation. The goals of JDAI are to reduce overcrowding in juvenile detention centers by safely maintaining the youth in the community in detention alternatives without compromising public safety; minimizing the number of youth who fail to appear for court; improving conditions in existing detention centers and investing in proven successful reform strategies. The best practices of the JDAI will be expanded and implemented in all twenty-four jurisdictions in fiscal years 2008- 2010. For more information, [www.aecf.org](http://www.aecf.org)

### ***Goal 4: Reducing the Number of Homicides and Non-Fatal Shootings of Youth under DJS Supervision***

Public safety is a core element of the Department's vision. DJS considers violence among youth to be a public health crisis. The Department has established a comprehensive Violence Prevention Initiative (VPI) to focus on high-risk juvenile offenders. The Department is transforming its case

management functions to accommodate more serious offenders by increasing contact and services for youth served by VPI as well as using ancillary services such as Global Positioning System(GPS) to better track the at risk youth. Collaboration is essential to the success of the VPI, and its foundation is achieved with improved collaboration with law enforcement. This starts with law enforcement and the regular review of juvenile homicides and non-fatal shootings. Additionally, identification and implementation of prevention and intervention strategies is a key to VPI's success.

#### ***Goal 5: Aligning Organizational Development with Strategic Planning Goals***

The Department is committed to assessing and restructuring, its organizational structure so that it's capable of achieving its major goals. The Department has undertaken a review of its organizational systems and resources to best align these with the strategic goals outlined in this plan. Maximizing its available resources, the Department is focusing on decentralizing business processes, strengthening the workforce and expanding leadership development.

**Regionalized Service Delivery:** The 2007 General Assembly required the Department to deliver services on a regional basis. According to the legislation, each region should include at least a certain number of secure facilities used solely for children pending court disposition and children awaiting placement after disposition and a number of committed facilities estimated to be necessary to diagnose, care for, train, educate, and properly rehabilitate every child from the region in the custody of the department. The legislation ensures that a committed facility owned or operated and used by the department serves no more than 48 children at one time.

**Geographic Regions:** To achieve better outcomes with fiscal resources, DJS' efforts specifically focus on improving education, high school graduation, vocational training and employment opportunities for children. Department's ability to serve youth in-State is integrated in 6 geographic regions:

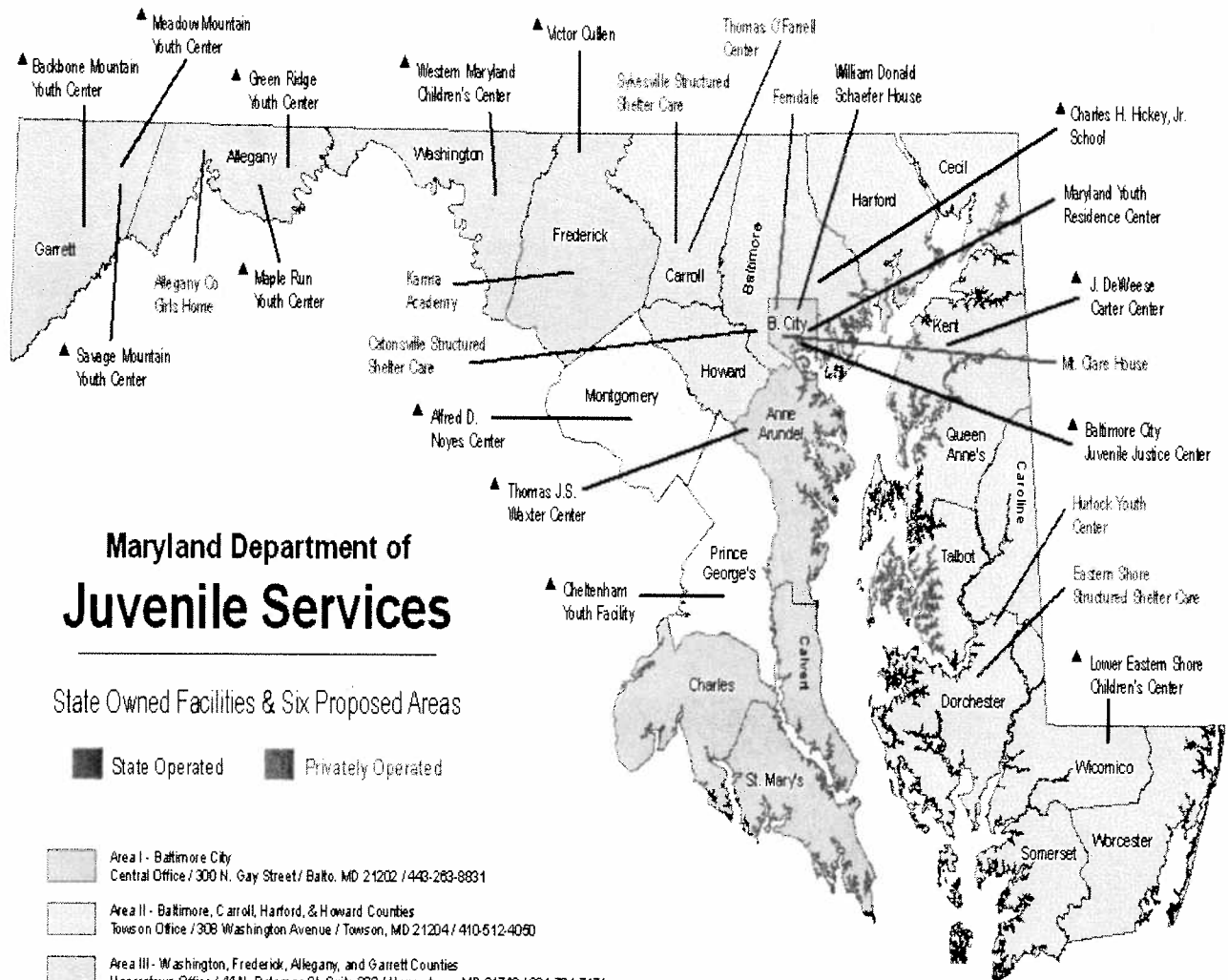
- **Region 1** – Baltimore City
- **Region 2** - Baltimore, Carroll, Harford and Howard Counties (Central)
- **Region 3** –Washington, Frederick, Allegany and Garrett Counties (Western)
- **Region 4** – Eastern Shore Counties (Eastern)
- **Region 5** – Anne Arundel, Charles, Calvert, and St. Mary's Counties (Southern)
- **Region 6** – Prince George's and Montgomery Counties (Metro)

# Maryland Department of Juvenile Services

State Owned Facilities & Six Proposed Areas

State Operated Privately Operated

- Area I - Baltimore City  
Central Office / 300 N. Gay Street / Balto. MD 21202 / 443-263-8831
- Area II - Baltimore, Carroll, Harford, & Howard Counties  
Towson Office / 308 Washington Avenue / Towson, MD 21204 / 410-512-4050
- Area III - Washington, Frederick, Allegany, and Garrett Counties  
Hagerstown Office / 44 N. Potomac St, Suite 300 / Hagerstown, MD 21740 / 301-791-7171
- Area IV - Eastern Shore Counties  
Snow Hill Office / 301-C Commerce Street / Snow Hill, MD 21863 / 410-832-0206
- Area V - Anne Arundel, Charles, Calvert, and St. Mary's Counties  
Annapolis Office / 1823 Forest Drive, Suite 101 / Annapolis, MD 21403 / 410-974-3460
- Area VI - Montgomery and Prince George's Counties  
Rockville Office / 7300 Calhoun Pl, Suite 500 / Rockville, MD 20860 / 301-279-1580



▲ Facility for juveniles defined as "Place of Confinement" in Article 83C, § 2-117(a)(2), Annotated Code of Md.

Revised 11-4-07 jck



## GENERAL REQUIREMENTS

A capital improvement is defined in the Code of Maryland Regulations (COMAR) as an improvement project whose useful life shall at least be equal to the life of the bonds with which it is financed. Since 15 years is the maximum permissible term for general obligation bonds of the State to qualify properly as a capital improvement, any proposed project shall have a useful life expectancy of 15 years or more. However, applicants are advised that the State's Right of Recovery for juvenile facilities extends to 30 years with respect to the continued *use* of a State funded project as a juvenile facility.

State funds may be used only for the planning, design, construction, conversion, acquisition, renovation, and equipping of facilities, including reports, plans, specification, site improvements, surveys, and programs in connection with the proposed project. Depending on the availability of funds, DJS expects to support capital project costs for up to \$2.5 million for FY '10.

## PROGRAM ELIGIBILITY

The Juvenile Services Facilities Capital Program is open to all non-State entities serving DJS youth, at-risk youth, or other youth. Any county, municipality, for-profit or non-profit organization sponsoring a project that involves planning, design, construction, conversion, acquisition, renovation and equipping of a juvenile services facility may qualify for funding to be applied to part of the cost of that project.

Selections are made based on the relative ability of each proposed project and service providers' abilities to assist the Department of Juvenile Services in carrying out its goals as stated in pages 5-6. Service providers play a vital role to build in-State treatment capacity and enable the Department to directly respond to the Gap Analysis. The Juvenile Services Facilities Capital Program reduces the State's financial burden for youth services, and creates the most efficient use of public funds on a Statewide basis. Applicants must be able to address current and future Statewide population needs, and be recognized by the State in providing a wide range of services to DJS youth, or at-risk youth.

## APPROVAL PROCESS

Project applications for Fiscal Year 2010 funding must be completed and submitted on or before **3:00 p.m., July 25, 2008**. Applications must be submitted to Capital Planning Division, attn: Errol Hurtt, 120 W. Fayette Street, Baltimore, MD 21201. Upon receipt of the proposals, a committee of DJS staff will evaluate and prioritize the application. Each committee member independently scores each qualifying project using a 100--point scale. The scale measures site characteristics and ownership status, availability of matching and operating funds, target population characteristics and cost per client. Qualitative consideration is also given to applicant integrity, record of past performance, and technical resource availability that is most advantageous to the Department in carrying out its mission in the best interest of the State.

Project proposals satisfying these criteria are recommended by the committee to the Secretary of DJS. After the Secretary approves the recommendation, a request is submitted for the annual



Capital Budget and the Five-Year Capital Improvement Program to the Department of Budget and Management (DBM) for review by August 15, 2008. Upon approval from DBM, after conducting hearings attended by DJS, Legislative Services staff and staff from the Governor's Office, a request is included in the Capital Budget. DBM recommends the budget to the Governor after the State Clearinghouse for Inter-governmental Review approves the project for funding. Funding requests approved by the Governor are included in the annual capital budget for action by the General Assembly.

## **APPLICATION PROVISIONS**

Support letters must be addressed to the attention of the Secretary of the Department of Juvenile Services. The original, ten (10) copies and one electronic copy of the application package are required. Applications must include the amount of funds for the budget year and the next four fiscal years, since the State's Capital Budget is submitted as a Five-Year Capital Improvement Program. It is important to carefully consider the funding requirements over the entire five-year period.

Applications must include all sources of funds for the total project budget including general obligation bonds, general funds, and other revenue such as federal and special funds. Requests must also include revenue streams such as loan payments, interest earnings and reversions if these funds are part of the budget. A completed application check list is required. **PLEASE BE ADVISED THAT INCOMPLETE OR INCORRECT APPLICATIONS WILL DELAY REVIEW OF THE PROPOSAL.**

## **EVALUATION CRITERIA**

Standardized qualitative evaluation criteria are used to score and rank the applications for each funding cycle. General requirements include compliance with State and federal laws, regulations and requirements (affidavit of compliance), provision of a listing of all principals, inclusion of a complete cost estimate worksheet, provision for life safety standards, and the ability of the applicant to demonstrate continuity of treatment services to youth while the project is being completed (unless the applicant is currently not providing services with respect to the project proposal).

In compliance with SB 267 the State of Maryland Energy Efficiency and Conservation Act, the Department of Juvenile Services is committed to reducing energy consumption, conserving water, recycling and constructing and designing **new environmentally friendly** facilities.

## **MINORITY BUSINESS ENTERPRISES (MBE) PARTICIPATION**

Minority Business Enterprises (MBEs) are encouraged to respond to this solicitation. If the applicant is a State of Maryland certified MBE, the certification number must be provided in the cover letter. Offerors that are minority owned and controlled, but not certified as MBEs, are also encouraged to respond to this solicitation and are encouraged to obtain certification.

Specific requirements constitute a 100-point scale evaluation criteria. An applicant is awarded the highest number of points for the best attainment of standards for any specific category. Each

evaluation committee member provides a written comment sheet with brief explanations of how each item was scored.

1. Site (5 points)
  - own site or 30+ year lease
  - option on site
  - identified site, but not owned or optioned
  - Priority Funding Area (can be waived in the instance of extraordinary circumstance or public safety in the State's interest)
  - type and area identified, but no specific site selected
2. Match (8 points)
  - cash presently available
  - other grant or loan available
  - application for eligible loan, or other grant on file
  - fund raising plan
  - no match funding provision or plan
3. Availability of Operating Funds (5 points)
  - funds available for service or expansion
  - budget priority of administration
  - no funds available and not an administration budget priority
  - cost of service per client has been calculated and is within acceptable range
4. Target population meets DJS needs (15 points)
5. Programming and services meet DJS requirements (15 points)
6. Staffing pattern is reasonable and adequate for type of programming and number of youth served (10 points)
7. Expected proportion of services targeted to DJS youth (10 points)
8. Record of past performance and general integrity of applicant (10 points)
9. Geographic location proximate to DJS need (10 points)
10. Consistency with local zoning ordinance, master plans and adjacent land uses (7 points)
11. Identification of other alternatives for this proposal (5 points)

Projects selected for funding are required by COMAR 14.24.04 to have copies of applications to be sent to the State Clearinghouse for Intergovernmental Review. Successful applicants must comply with the procedures set out in the DJS application, all applicable federal and State regulations

including COMAR 14.24.04 and those other application procedures that may be required by DJS and the Juvenile Services Facilities Capital Program Act (COMAR 16.02.01.).

## **PROJECT AND PROGRAM MONITORING**

Approved projects shall be monitored by DJS at each phase of the planning, design, conversion, acquisition, renovation, capital equipping or construction schedule, as well as at prescribed regular intervals as necessary after completion of the project. DJS will review design drawings, construction drawings and schedules. A complete set of 100% construction drawings shall be furnished to DJS Capital Planning.

The grantee is required to submit an annual report to the Secretary of DJS in the form of an annual certified financial Statement. This report must be filed with the Department of Juvenile Services for a period of thirty-years (30) following the conversion, acquisition, renovation, capital equipping or construction of a juvenile facility. The report must include the following information:

1. A Statement of personnel employed and all remunerations, retainers, and expenses currently paid;
2. A Statement of fees or retainers paid directly or under contract to persons rendering services to the facility;
3. A certified profit and loss Statement and balance sheet;
4. A Statement of rates and fees charged for services provided by the facility;
5. A Statement of gifts or endowments received during the current year;
6. A Statement of the days of service rendered to clients; and
7. Other supplemental information as may be required by the Secretary.

Site visits by DJS Capital Planning staff or other agency representatives will be coordinated with the project manager at regular intervals during the construction schedule. DJS shall be afforded the opportunity to compile documentation of the project that may include photography, video filming, sketches, notes and examination of construction drawings. Any concerns, problems or change requests shall be addressed with the DJS representative. Programmatic changes or issues shall be brought to the attention of DJS Program staff.

Once the facility is open and is operating, DJS representatives shall be afforded the opportunity to conduct regular or unannounced site visits, and monitor facilities to ensure compliance with DJS standards, American Correctional Association (ACA) standards, State or other applicable regulations and procedures. DJS agency representatives will include Office of Quality Assurance and Accountability, Office of Investigations and Advocacy, Office of Audit and Compliance, Capital Planning, Residential Services and other agency representatives.

## IMPLICATIONS OF SMART GROWTH LEGISLATION

The Department of Juvenile Services supports directives in the Smart Growth Neighborhood Conservation Initiatives to reduce sprawling development that were adopted by the Maryland General Assembly in 1997. The enacted bills, developed with the input of a broad spectrum of public interest and citizens' groups, private individuals and government agencies, create a wide-ranging array of programs and mechanisms to attack the root causes of sprawl. Their intent is to slow a 50-year pattern of development that has cluttered the State's rural landscape while leaving some of its older community's virtually empty shells.

One of the major thrusts of the program is to encourage population and economic growth in ***Priority Funding Areas***. The Smart Growth and Neighborhood Conservation - Smart Growth Areas bill, ties fiscal accountability to local government development approvals. Priority Funding Areas will be the focus for State tax dollars. The legislation generally prohibits the State from funding growth-related projects not located in Priority Funding Areas. Before such projects receive State funding, the local government must provide a written Statement to the funding State agency that the project is within a Priority Funding Area.

Priority Funding Areas include all Maryland municipalities and lands lying within the Baltimore and Washington beltways, designated neighborhoods as defined by the Department of Housing and Community Development, Enterprise Zones, and Certified Heritage Areas lying in locally designated growth areas. Priority Funding Areas also include other lands designated by the county legislative body and zoned for industrial or employment, or meeting residential density criteria and having community sewerage systems. Rural villages, designated as such in county comprehensive plans before July 1, 1998, will also qualify as Priority Funding Areas.

While the Department encourages Juvenile Services Facilities Capital Program applicants to conform to the spirit of Smart Growth legislation, a provision for applicants exists whereby the State may fund projects not located in Priority Funding Areas if such projects are deemed to be in the interest of public safety, or if the Board of Public Works determines that extraordinary circumstances exist, and there is no reasonable alternative.

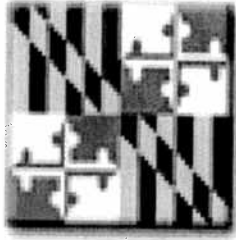
## FILLING OUT THE APPLICATION

Instructions have been drafted to assist applicants in filling out the application completely and accurately. Each instruction is numbered, corresponding with the number on the application. Applicants are encouraged to retain the services of an architect / engineer who are familiar with facility planning, cost estimating and programming for construction or renovation project proposals.

A technical assistance session will be held during the week of July 7 at DJS HQ, 120 W. Fayette Street, Baltimore, MD 21201. Interested parties are requested to send an email. The Department of Juvenile Services is available to help applicants complete the application. Please contact Errol G. Hurtt, Deputy Capital Planning (410) 230-3162 or Gladys Inman, Physical Planner, Capital Planning and Budgeting at (410) 230-3163; [HurtteE@djs.state.md.us](mailto:HurtteE@djs.state.md.us) or [InmanG@djs.state.md.us](mailto:InmanG@djs.state.md.us).

## GLOSSARY OF TERMS

1. **Alternatives To Detention (ATD)** – service delivery in community based programs rather than residential services.
2. **Community Services Supervision-** provides twenty-four hour Intake, Probation, Aftercare and Community Detention(CD) services in each of the twenty-four jurisdictions of the State for youth under the jurisdiction of the Department and their families.
3. **Community detention/home monitoring services (CD) using electronic equipments and surveillance.**
4. **Evidence Based Practices (EBP)** – programs that have positive outcomes based on published reports. [www.evidencebasedpractices.org](http://www.evidencebasedpractices.org) or [www.ojjdp.org](http://www.ojjdp.org).
5. **Global Positioning Systems** – monitoring and surveillance using electronic/live tracking systems.
6. **Juvenile Detention Alternatives Initiative (JDAI )** – Annie E. Casey Foundation initiative to reduce reliance on detention.
7. **Right of Recovery (ROR)-** Land records filed in the jurisdiction in which the property is located.
8. **State Stat** - performance-based measurement of government, to track and follow-up on government efficiency and effectiveness.
9. **Violence Prevention Initiative (VPI)** – targeted supervision for high-risk youth under the supervision of DJS.



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## **JUVENILE SERVICES FACILITIES CAPITAL PROGRAM**

### **FY 2010 APPLICATION**

### **INSTRUCTIONS**

**June 27, 2008**

The following step-by-step instructions are designed to assist you in filling out the Juvenile Services Facilities Capital Program FY 2010 application completely and accurately. If you need assistance with any part of the application, please do not hesitate to call Errol G. Hurtt, Deputy Director, Capital Planning at (410) 230-3162, or Gladys Inman, Facilities Planner at (410) 230-3163.

Please **PRINT** or **TYPE** your application.

**DUE DATE FOR FY 2010 FUNDING REQUEST IS JULY 25, 2008.**

## INSTRUCTIONS FOR PAGE 1

1. **Fiscal Year Funding Request** - Indicate the fiscal year (FY) for which you are requesting funds. Applications due July 18, 2008 are requesting funding for FY 2010. These funds are available for use on July 1, 2010.
2. **Date** - Date of submission.
3. **Name of Applicant** - Provide the name of the recipient for which funding is requested.
4. **Address of Applicant** - Provide the complete street address of the recipient.
5. **County** - Indicate county in which the facility will be located. If Baltimore City, indicate *Baltimore City*.
6. **Name and Title of Contact** - Provide the name and title of the main contact person.
7. **Applicant's Taxpayer Identification Number** - Provide the federal tax identification number.
8. **Telephone Number** - Provide the area code and telephone number of the main contact person.
9. **Title and Description of Proposed Project** - Provide project title and a brief description of the proposed project. The description must include the type of facility proposed, total cost, total square footage, and number of youth to be served, expressed as either an annual figure or number of beds or slots.
10. **Type of Ownership** - Indicate whether public, non-profit or for-profit. If non-profit, indicate name of religious organization or Internal Revenue Code classification.
12. **Current Number Youth Served** - Provide the total number of youth served annually by the program *seeking funding*. In some cases, applicants may provide services to youth through several different programs. Provide *only* the total number of youth served for the program seeking funding.
13. **Current Number DJS Youth Served** - Provide the number of DJS youth served annually by the applicant's program seeking funding.
14. **Current Number At-Risk Youth** - If applicable, provide the number of 'at-risk youth' served by the applicant's program. 'At-risk youth' are defined as youth who are *at risk* for delinquency, have not yet entered the DJS system, but may have had contact with other government agencies.
- 12./13./14./a. Indicate the average daily population for each category for the program seeking funding. Use the most recent average for a minimum period of six months.

(continued)

**16 - 18. Future Number Served** - Provide the total number of youth who will be served if the proposed project is completed, including both DJS and at-risk youth.

**16./17./18/a.** Indicate the planned average daily population or service level estimate of youth for any given day at full operation after the capital improvements are completed.

**19 - 25. Type of Project** - Definitions as follows:

**20. Acquisition** means the purchase and ownership transfer of all or part of a building for use as a juvenile program. COMAR 16.02.01.07A prohibits the use of state funds for the acquisition of land if the land includes an existing building and **if federal funds are also being used to purchase the property**. The value of the land must be deducted before state participation may be calculated. If the applicant purchases a site that includes land and an existing facility, state funds may only be used in the purchase and renovation of the facility, not in the acquisition of the land. To ensure that state funds are not used to acquire the land, two state approved appraisers must value the land, and that cost is deducted from state participation.

COMAR 16.02.01.07B permits the use of state funds to purchase property with an existing facility for renovation **if no federal funds are being used**. State funds may be given to an applicant for the acquisition of the property and for improvements to an existing facility. Funding will be limited to the lesser of the average of two state approved appraisals or the actual acquisition cost. Finally, COMAR 16.02.01.07C permits the use of state funds to build a new facility, but the cost of the land must be excluded from state participation. (See Instruction 108).

**21. Land** means real property associated with an existing or potential juvenile facility or program.

**22. Design** means the planning and development of construction documents associated with the proposed project.

**23. Construction** means construction of new buildings or additions to existing buildings.

**24. Renovation** means the work required to restore or modernize an existing or proposed juvenile facility, bringing it into compliance with federal, state and local standards, codes and requirements.

**25. Equipping** means essential fixed or moveable equipment and furnishings that have an expected useful life of at least 15 years.

**26. Total Cost of Project** - This figure must include all eligible capital costs associated with the proposed project.



**27. Applicant** - Refer to FY 2010 Request Application line 27.

**28. Other Funds** - Refer to FY 2010 Request Application line 28.

**29. Total State Funds Requested.** Enter amount of Line 102 from financial statement (page 7).

## **INSTRUCTIONS FOR PAGE 2**

**30. Project Summary** - Provide an overview of the proposed project. Briefly describe the applicant's program, including the program's role in serving DJS youth. Provide a physical description and justification for the proposed project. The physical description must include the overall size (expressed in net square feet and gross square feet - SEE INSTRUCTIONS 53 and 54 for page 6), materials to be used (i.e. brick or concrete exterior, tile floors and drywall partitions on the interior, and security grade light fixtures, if applicable), and spatial requirements for the various components (expressed as net square footage and number of rooms for counseling, bedrooms, education, dietary, medical, recreation, etc.).

### INSTRUCTIONS FOR PAGE 3

**31. Program Statement** - The Program Statement must provide a clear description of the applicant's current program (delivery of services to youth) and any proposed changes in the program, which may occur as a result of the proposed project. The program statement must include both the vision and mission statements. Provide the applicant's current vision and mission statements. (If those statements are expected to change upon completion of the proposed project, provide revised vision and mission statements as well.

The program statement must also address the following points:

**Target Population, Services, and Number of DJS Youth Served** - Identify the target population and provide a typical profile of youth to be served by the applicant's program, with regard to age, gender, behavioral characteristics, educational needs, family background, etc. If applicable, describe the existing services or operations that will be impacted by the proposed project. List specific benefits of services to the target population; include immediate and long-term benefits. Identify separately the number of DJS youth served by the proposed program during the last two fiscal years.

**Staffing Pattern** - Describe the current staffing pattern and provide a brief description of all staff duties. If the proposed project calls for expansion, explain how the expansion will affect the staffing pattern.

**Continuity of Services** - Describe plans for minimizing any disruption in service or operations that work on the proposed project may cause. This section does not apply if the applicant is currently not providing services to youth with respect to the project proposal.

## INSTRUCTIONS FOR PAGE 4

**32. Project Justification** - Respond to the project justification in four steps as described below.

**General Outline** - Elaborate on the reason(s) for the proposed project and describe how DJS will benefit. The justification should include quantitative data for the number of youth currently served and the number of youth, which will be served once the project is completed.

**Project Goals and Objectives** - Answer the following three questions.

- X      What program goals and objectives will be met by the proposed project?
- X      What outcome measures will be used to determine whether goals are being met?
- X      Why is the proposed project necessary? Note any deficiencies that would be corrected by the proposed project, i.e. - life-safety code violations, licensure and federal reimbursement requirements, and handicapped accessibility. Cite licensure requirements, life-safety code or building code, when applicable.

**Alternatives** - Discuss in detail the alternatives to the proposed project that were considered and the advantages and disadvantages of each alternative. Also, discuss the consequences of doing nothing. Explain why the proposal selected was considered to be the best proposal.

**Related Projects** - What is the role of the proposed project within the framework of the applicant's agency? Has the agency sponsored comparable projects in the past? If so, provide details.

**Five Year Plan** - Indicate any anticipated additional funds for this project and for any other project for your organization over the next five years. Additional funds for this project request should be stated in the amount of the anticipated State grant needed. For new projects, separate from the current request, only indicate the total estimated project cost.

## INSTRUCTIONS FOR PAGE 5

**33. Project Description** - The project description is intended to provide a detailed description of the proposed project. *The applicant may want to solicit the expertise of a design professional (architect or engineer) to develop this information.* The project description must include the following major components:

**Purpose** - Specify whether the proposed project involves land acquisition, design, construction, renovation, and/or equipping.

**Physical Characteristics** - Location. Provide the address for the proposed project (from Line 4) and designate the county or Baltimore City where it will be situated (from Line 5). Provide vicinity and site maps showing the location of the proposed project. If site is already applicant-owned, please attach the following as an appendix:

- Legal description of the property
- Legal opinion assuring good and valid title, including current title insurance and information concerning transfer of title to the applicant
- Plat plan
- Soil investigation report (new construction only)
- Assurance of the availability of water and sewer hook-ups
- Zoning approval - Copy of zoning approval or application status
- Consistency with adjacent land uses and conformity with master plans for the jurisdiction where the proposed project will be located

**Description of Work** - Identify the intended location of the proposed project. For a proposed project involving a new building, furnish a plat plan that shows the proposed structure and its relationship to adjacent buildings and land uses. Provide a detailed description of the proposed basic construction and design features, including special security, building systems, landscaping, and utility requirements.

Describe separately each major function that will be performed in the building and the total net square footage assigned to that function (Instruction 53). Indicate how spatial needs were translated into specific areas. Illustrate the major functions (i.e. - housing, education, recreation, dietary, medical and counseling space) that will be performed in the building and their relationship to each other. Summarize the size (net square feet and range for gross square feet) and capacity of the building.

If the proposed project involves the use of an existing structure, please provide a *before* and *after* floor plan of that structure. The drawings must illustrate the relationship between the major functions within the building.

Provide a detailed description of basic construction and design features of the proposed project, including plumbing system, heating system, electrical system, repair or replacement of roof, structural repairs, etc. List any special features or equipment that is required for the proposed project, including those necessary to ensure handicapped accessibility.

(Continued)

**ALL PROJECTS MUST COMPLY WITH CURRENT AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

Be sure to note the location of any special features such as:

- Elevators (specify standard or special-sized)
- Sound proofing (specify location)
- Emergency power generators
- Intercom/public address systems
- Security measures

For renovation projects, a survey for hazardous insulation material such as asbestos is required. This survey must be completed and included in the application. Estimated expenses for the removal of such material must be included on the cost estimate worksheet (page 6, Line 62).

Describe any auxiliary site or utility work required for the proposed project. This includes utility and sewage hook-ups, construction of access roads and parking lots, landscaping, outside lighting, fences, etc.

Describe any potential or unresolved problems with the proposed project, such as community approval, zoning, storm water management staffing, etc.

**Transportation Access** - Discuss transportation access. If youth and/or parents or staff have to travel to the project site, is it accessible by public transportation? If vans will be used to pick up youth, what is the proximity (in miles) of the proposed project location to the target population?

**Time Frame** - When does the applicant expect to begin work on the project and what is the estimated date of completion? Provide detailed design and construction time frames, including: design start, 50% design complete, design end, bid date, construction start, 50% construction complete, and construction end. Please allow for review times and time frames necessary for Board of Public Works (BPW) approval. BPW approval is required for approval of the architect and approval of the contractor. Preparation of the BPW item and presentation to the Board requires 6-8 weeks. For example, if a project received construction bids on January 1, BPW approval would not be likely until mid-February, which may adversely affect the construction start date.

**Operating Budget Impact** - Describe the impact of the proposed project on the applicant's operating budget.

**Matching Funds** - Indicate the source of the applicant's matching funds and a schedule for obtaining the funds. Please note that the grant recipient is required to expend its funds before State funds become available.

## INSTRUCTIONS FOR PAGE 6 - COST ESTIMATE WORKSHEET

- 37. Est. Reference Pt.** - The estimate reference point refers to the year in which the cost figures are based. For example, if 1998 dollars are being used, the reference point would be June 1998. However, if the proposed project is similar to a project constructed two years ago, and costs are based upon that prior project, the estimate reference point would be the bid date of the earlier project.
- 45. Area (Gross)** - Provide the gross square footage for each floor of the project. (See instruction 54.)
- 53. Total NSF** - Total net square footage refers to actual usable space. This does *not* include hallways, bathrooms, custodial spaces, mechanical space and space occupied by the structure itself (i.e. - walls).
- 54. Total GSF** - Total gross square footage refers to the gross area of the building as measured from the outside dimension of walls. This figure includes hallways, bathrooms, walls, etc.
- 55. Efficiency Factor** - Divide GSF by NSF to calculate the efficiency factor of the design.
- 56. Structure, 68. Utilities and 80. Site** - Provide the basic construction costs on Lines 57 through 61. Line 57 must provide the gross square footage multiplied by a cost per square foot figure. The cost to remove hazardous materials, if required, must be included and noted on Line 58. Use the same procedure for Utilities (Lines 69 through 74) and Site (Lines 81 through 84).
- 64, 76 and 86. Escalation to mid-Pt.** - Accounts for cost escalations from the estimate reference point to the mid-point of construction. A 5% escalation per year must be used. For example, if the estimate reference point is June 1998 and the construction mid-point is June 2001, an additional 15% of Line 63, 75 and 85 must be added to provide a new subtotal on Line 65, 77 and 87, respectively.
- 66, 78 and 88. Contingencies** - Provide an allowance for costs that may arise as a result of construction change orders or other unanticipated costs. Calculate 10% of Line 65, 77 and 87, respectively.
- 91. A/E Fees** - Provide the actual or estimated design fees required for the project. This figure is typically 7% of the construction cost (Line 90).
- 92. Inspection & Testing** - Complete if a separate inspection firm will be hired monitor construction.
- 93. Misc.** - May include land acquisition or other costs such as surveys. The basis for the cost must be included. If land acquisition is included in the project, two appraisers approved by the Department of General Services, Division of Real Estate must appraise the land.
- 94. Moveable Equipment** - Provide an allowance for capital equipment. The Department of Budget & Management criteria and guidelines for the purchase of capital equipment is provided as Appendix A to these instructions. A preliminary equipment list must be provided as an attachment to the cost estimate worksheet. This list must be refined during design.

## INSTRUCTIONS FOR PAGE 7 - FINANCIAL STATEMENT

**IMPORTANT! Cost estimate worksheet (page 6) MUST be completed before filling out the financial statement.**

**100. Total Grant Amount.** Provide the total of federal and other grants (Line 98+99).

**101. Eligible Project Costs.** Calculate the project costs eligible for State assistance by subtracting Line 100 from Line 97.

**102. State Funds Requested \_\_\_\_\_ % of Line 101.** State grants may not exceed 50% of the cost of eligible work remaining after all federal and other grants have been applied. Calculate the percentage that Line 100 represents of Line 97.

**108. Land Site Cost for New Construction.** COMAR 16.02.01.07C permits the use of state funds to build a new facility, but the cost of the land must be excluded from state participation.

**112. Financial Information (Anticipated).** This information provides the basis for funding of the proposed project. Attach supporting documents for each item filled in (Lines 113-121). Include letters from banking institutions, gift or monetary donors, mortgage lenders, etc.

## ADDITIONAL ATTACHMENTS

**Matching Funds** - Attach supporting documentation for matching funds.

**IRS Classification** - Attach a letter from the Internal Revenue Service indicating non-profit status (if applicable).

## INSTRUCTIONS FOR PAGE 8 & 9 - OPERATING COST PROJECTION

**123. Revenues.** Provide current fiscal year operating costs. Estimate anticipated operating cost projections for the next three years of the program's operation.

**127. Entitlement Program.** Specify social security, Veteran's Assistance, or other public assistance.

**138. Expenses.** Provide current fiscal year expenses. Estimate anticipated expense projections for the first year of the program's operation.

**141. Communications.** Includes telephone, mail, fax, and Internet e-mail.

## ADDITIONAL ATTACHMENTS

**Statement of Commitment** - Describe the status of commitment for any additional dollars required to complete the proposed project. Include any documentation that indicates such commitments are firm. Discuss any possible funding sources and list any pending or rejected grant applications (include current status of each pending application).

**Personnel** - Attach proposed personnel staffing and organizational chart. Submit resumes of key staff persons.

**Rates** - Attach schedule of rates currently charged and to be charged once the proposed project is complete.

**Local Management Board** - Attach letter of support from the applicant's local management board recommending the proposed project.

**Measures of Outcomes** - Attach information indicating outcomes for youth in your program and particularly for DJS youth in your program. These outcomes may be measured in educational achievement, program completion, progress to benchmarks, recidivism rates, contact with authorities or drug/alcohol usage measures, among others. If funds will enhance a program's service level or if funds would support a new program, indicate the goals and objectives to which future performance may be measured. Logic Model : Program Example

Needs/Problems	Activities	Outcomes	Impacts
Lack of Educational Space	Renovate Library	Increased academic involvement....	Recidivism

## INSTRUCTIONS FOR PAGE 10

**Listing of all Principals** - Include all officers and members of the Board of Directors. Attach detailed resume for each listing education, experience, and professional associations.

## INSTRUCTIONS FOR PAGE 11

**Affidavit of Compliance.** Must be signed and authorized. Regulation 16.02.01, and Article 83C, Title 4 are included as Appendix B to these instructions. Authorized applicants signing the affidavit agree to comply with all federal, state and local laws.

**REFER TO THE CHECKLIST ON PAGE 13 TO ENSURE THAT ALL REQUIREMENTS HAVE BEEN MET.**



SEND THE ORIGINAL AND 10 COPIES TO:\*

**Donald W. DeVore, Secretary  
Maryland Department of Juvenile Services  
Attn: Capital Planning Division  
One Center Plaza  
120 West Fayette Street  
Baltimore, Maryland 21201**

**Due Date: JULY 25, 2008**

\*One Electronic Copy to either:

[Hurtte@djs.state.md.us](mailto:Hurtte@djs.state.md.us)

[InmanG@djs.state.md.us](mailto:InmanG@djs.state.md.us)